There are two ways to log onto Self Service Time and Attendance (SSTA):

1) Go to the BCC website
   Click on “Faculty and Staff”, “Time and Attendance”, or
2) Go to www.mass.gov/masshr
then click on the

button.

Log into SSTA using your Employee Identification Number (Human Resources will provide) and password.

Password: The first time you log onto SSTA, use your six-digit employee identification number followed by the last four digits of your social security number.

Employee ID: (6 digit – provided by HR or can be found on pay advice)

Initial Password: 10 Digits - Employee ID (6) plus last 4 digits of your Social Security Number. The system will ask you to re-set your password and select a security question to use if you forget your password and need to re-set it

Passwords must be at least 8 characters and must contain at least 1 number

Passwords expire after 60 days (You will get warning 5 days in advance when logging in)

To change password before it expires: go to Main Menu, then “Change My Password” link on the SSTA My Page. If you forget your password, after 5 tries you will be locked out.

To reset, call Payroll (ext. 2538 or 2166) or HR (ext. 2194, 2195 or 2196).

DO NOT USE ‘FORGOT YOUR PASSWORD?’
From the SSTA homepage, click on **My Team**
Self Service Time and Attendance (SSTA)

Time Approvers

4. Click on Time and Labor WorkCenter
Self Service Time and Attendance (SSTA)

Time Approvers

5. You will be defaulted to the **Approve Reported Time** tab. Your Time Reporter Group number will be pre-populated.

To get employees who have submitted time for your approval, click “Get Employees”. The names of those employees will be listed below.

Employees with time to be approved will be listed.

Workgroup:
BRC1000 for full time employees
BRC9000 for part time employees

6. Click on each name to open timesheet.
Self Service Time and Attendance (SSTA)

Time Approvers

7. You can check each submitted time box, then approve, or “Select All” and “Approve”.

Click “Approve”
8. A message will pop up. Click yes to continue approval process.
9. Click OK to confirm approval.
Self Service Time and Attendance (SSTA)

Time Approvers

10. You will return to the timesheet which will show time approved.
# Self Service Time and Attendance (SSTA)

## Time Approvers

11. To see all employees (not only for those with submitted time for approval), click on the **Timesheet** tab, then Get Employees. This will list all employees for whom you are the approver and show their Scheduled Hours, Reported Hours, Hours Needed to be Approved, and Approved Hours.

12. You can also check on leave accruals by clicking on the **Leave Balances** tab.

13. Click on the **SIGN OUT** link to log out of SSTA.